

9/25/15 2:30pm full team plus Mike.

Agenda:

Talk about client interview

Talk about purchase meeting

Discuss what was learned/review about Gantt chart and accelerometers.

Discuss site tour on October 5th.

Action Items

Site tour on October 5th.

- Jay can drive or university car.
- Mike will check with molly about taking the van or not.
- Dillon will meet us half way
- Leave at 11:30am on Monday.
- Try to leave at 4:00pm

Purchasing

- Jay needs to turn in credit card paper, he the only one certified to take it out but we are allowed to use it.
- Other paper work on shared drive
- Idea – don't buy anything you shouldn't, turn in receipts, check with molly, over 40 pounds pick it up.

Shared Drive – put up schedules

Client interview

- Send him list of questions and answers.
- Their data collect – data on every person in their shop and min and max forces.
- Need to create specification document (contact)
- This a proof of concept project which means really good documentation.

Gantt chart – Illustrates the start and finish dates of the elements of the project

Action Items:

Specification – Kylie by visit

University Car – Mike

Cardholder Agreement turn into Molly – Jay

Put schedules onto shared drive - Dillon and Jason

Add information to client interview – All

Start Portfolio – Jay

Think about ideas to share (pictures) – All

Dates to remember:

Oct 2nd – Spec

Oct 13th – snapshot day #1

